

DEPARTMENT OF WORKFORCE DEVELOPMENT
DIVISION OF ECONOMIC SUPPORT and
DIVISION OF UNEMPLOYMENT INSURANCE
ADMINISTRATOR'S MEMO SERIES

NOTICE 00-06

ISSUE DATE: 06/02/2000
DISPOSAL DATE: Ongoing

RE: FOOD STAMP
VENDOR TRAFFICKING
INVESTIGATIONS

To: County Department of Human Services Directors
County Department of Social Services Directors
County Economic Support Managers/Supervisors/Lead Workers
Tribal Chairpersons/Human Services/Economic Support Directors
Area Administrators/Assistant Area Administrators

From: Jennifer L. Noyes /s/
DES Administrator

Bruce Hagen /s/
DUI Administrator

Introduction

This Administrator's Memo replaces DES Administrator's Memo 91-98, issued October 8, 1991, and all subsequent food stamp trafficking related communications by DES and DUI. It provides local agencies with the required policies and procedures for obtaining federal authorization for conducting food stamp vendor trafficking investigations and for obtaining food stamp coupons/EBT cards and federal administrative match funding for those investigations.

The Department of Workforce Development (DWD), Division of Economic Support (DES) has responsibility for the administration of the Food Stamp Program benefit eligibility determination and benefit issuance in Wisconsin. The DWD, Division of Unemployment Insurance (DUI), Public Assistance Fraud Section (PAFS), has responsibility for administration of the food stamp fraud program in Wisconsin to ensure compliance with the state and federal Food Stamp Program rules.

Authorization

Wisconsin Statute 49.127 was passed by the Wisconsin Legislature in 1987. This statute made the trafficking of food stamp benefits a crime under Wisconsin law. The statute was modeled after the federal Food Stamp Act fraud provisions and provides local law enforcement and criminal justice agencies with the authority to pursue food stamp trafficking activities through the state's judicial system.

The State DWD has an agreement with the United States Department of Agriculture (USDA), Food and Nutrition Service (FNS), known as the State Law Enforcement Bureau (SLEB) agreement. This agreement enables the state to obtain federal authorization for conducting food stamp vendor

trafficking investigations and for obtaining food stamp coupons/EBT cards and federal administrative match funding for those investigations.

Purpose

The purpose of the SLEB agreement is to encourage and assist law enforcement agencies to maintain the integrity of the Food Stamp Program by investigating, apprehending, deterring, and punishing vendors who illegally traffic in food stamp benefits. Because USDA has the primary responsibility for pursuing vendor food stamp trafficking, their Office of Inspector General (OIG) and FNS Compliance Branch both conduct trafficking investigations in Wisconsin. The SLEB agreement provides a clearinghouse function to avoid conflicting investigations between local and federal agencies.

Participation Eligibility

Only state and local law enforcement or investigative agencies, which have been established under or authorized by state law to enforce criminal laws, are eligible to participate in the SLEB vendor food stamp trafficking program. Included in this authorized group are the Wisconsin Department of Justice, the Wisconsin State Patrol, county sheriff's departments, and local police departments. The SLEB agreement also allows State administrative agencies to participate. Non-law enforcement state and local agencies and private detective agencies, even if under contract to an authorized group, are not eligible to participate in SLEB food stamp trafficking investigations.

Local food stamp agencies (county DHS/DSS agencies) are not responsible for vendor trafficking enforcement, but may be aware of occurrences. In the interest of maintaining the integrity of the Food Stamp Program in Wisconsin, local food stamp agencies are expected to notify local law enforcement agencies about these occurrences and encourage them to contact DWD regarding the SLEB program.

Program Limitations and Conditions

All instances of vendor trafficking are within the scope of the SLEB program. However, due to the federal concerns regarding accountability for the use of the food stamp coupons/EBT cards and the financial liability for the value of the food stamp coupons/EBT cards, agencies requesting to conduct food stamp trafficking investigations shall be limited to a single investigative target per request. The value of the food stamp coupons/EBT cards to be used per each request will also be limited.

Specific limitations include:

1. The investigative agency may not transfer the food stamps and/or EBT cards to any further law enforcement or investigative unit without the written approval of DWD.
2. The investigative agency shall not mark food stamps and/or EBT cards/benefits or attempt their recovery from the U.S. banking system without the authorization of the Office of Inspector General of the United States Department of Agriculture or the United States Secret Service.
3. The investigative agency shall not use food stamps and/or EBT cards/benefits to pay awards or informants.

Requesting Procedure

A local law enforcement agency that wishes to use coupons/EBT cards for food stamp trafficking purposes shall submit a written request for approval to the PAFS, using the Trafficking Investigation Request form (see UCF-12082-E (N. 2/2000)). The request shall include the following items:

1. The name of the law enforcement agency or investigative unit that will be using the coupons and/or EBT cards.
2. Identification by name and title of the agency person or persons having authority to acquire coupons or EBT cards/benefits for investigations.
3. Inclusion of a specimen signature of the person, or persons authorized to acquire coupons or EBT cards/benefits.
4. The investigation agency agreement to provide copies of all investigative reports involving food stamp violations by authorized firms as quickly as possible to allow FNS to take administrative sanction action, but no later than upon completion of any state legal action against the firm.
5. The investigation agency agreement that the investigators will be available to testify in civil judicial proceedings concerning FNS sanction activity.
6. The type of coupons or the number of EBT cards and benefit amounts on those cards requested by the local law enforcement agency or investigative unit.
7. A description of the planned investigative activity in which the coupons/EBT benefits is to be used including:
 - a. Name and address of the vendor/target.
 - b. Dates and locations of planned investigative activity.
 - c. Reason for the investigation. For example, the investigation will be initiated on specific allegations that food coupons are being illegally acquired or used by, or are illegally in the possession of, a person or firm.
 - d. How will the coupons/EBT benefits be used?
 - 1) The coupons/EBT benefits will be exchanged only for cash.
 - 2) The coupons/EBT benefits will be used only in transactions with owners or employees of a store authorized to participate in the Food Stamp Program.
 - 3) Other – a detailed explanation is required.
8. A representative of the agency who will be receiving the food stamp coupons or EBT cards, and conducting the investigation, needs to sign the Responsibility Agreement (UCF-12084-E (N. 2/2000)) and return it to the PAFS no later than the date they receive the coupons or EBT cards.

The PAFS will review the request for completeness and compliance with the request criteria within one business day of receipt. The PAFS will directly contact requesting agencies if the request is incomplete. Upon completion of the PAFS's review, FNS Chicago Regional Office will be contacted to begin the FNS clearinghouse/approval process. Upon FNS approval, the requesting agency will be promptly notified by the PAFS.

A local law enforcement agency that wants to obtain 50% federal matching funds for food stamp trafficking administrative costs shall submit a written request for approval to the PAFS, using the Trafficking Investigation Funding Request form (see UCF-12085-E (N. 2/2000)).

Request Approval Time Period

Requests to conduct investigations take one business day to be reviewed by The PAFS and about five business days to be processed by the FNS regional office in Chicago and returned to the PAFS. The PAFS will contact the requesting investigation agency within one business day of receiving the FNS authorization.

Request for federal 50 percent administrative cost reimbursement may take up to a month to process and approve.

Requesting agencies should allow adequate time for their request to be processed.

Guidelines for the Use of Food Stamp Benefits

A. Accountability (See UCF-12086-E (N. 2/2000) – Vendor Trafficking Reconciliation Report):

When state or local law enforcement and investigative agencies use food stamp coupons and/or EBT Cards/Benefits for investigation purposes, the agency shall be accountable for the value for all coupons/EBT cards issued to them and shall submit a report on the usage of the coupons/EBT cards for each investigation. Failure to maintain records on coupon and/or EBT card usage shall result in the agencies being liable for the value of all unaccounted for coupons/benefits issued for use in investigations. The agency's report on coupon usage shall provide the following information:

1. Name of law enforcement or investigative person who used coupons and/or EBT cards.
2. Date(s) coupons/EBT cards were used.
3. Denomination and serial number of each coupon or coupon book or with EBT cards, identification of the card and amount of benefits deducted during each transaction.
4. Amount of cash or description of other consideration received in exchange for the coupons or EBT card(s).
5. Denomination and serial number of any coupons or coupon books not recovered or identification of any EBT cards/benefits not recovered.
6. Name(s) of person(s) or entity (ies) who accepted coupons or EBT card(s)/benefits for cash or other consideration.

B. Reconciliation and Summary of Use:

The state/local law enforcement or investigative agency using food stamp coupons and/or EBT cards/benefits for investigation purposes, shall be required to submit to the PAFS, within 30 days of the completion of the investigation, a reconciliation report (see UCF-12086-E (N. 2/2000) – Vendor Trafficking Reconciliation Report).

C. Reporting Lost or Stolen Food Coupons or EBT Cards:

Any loss or theft of food coupons or EBT cards issued to an investigative agency must be reported to the PAFS immediately upon the agency's discovery of such loss or theft.

A written report on the loss or theft of coupons or EBT cards shall be prepared and submitted to the PAFS within two (2) business days of the discovery of such event. Such written report shall describe the circumstances in which the food coupons or EBT cards were lost or stolen (or discovered to be lost or stolen) and shall identify lost, or stolen food coupons by denomination and serial number (see UCF-12086-E (N. 2/2000)).

D. Cash and Property Acquired with Recovered and Unrecovered Food Coupons and/or EBT Cards/Benefits:

Recovered coupons/EBT cards/benefits are those food stamps and EBT cards/benefits that the investigative agency is able to get back or to seize before the person or establishment that has wrongfully acquired them is able to use or redeem them. This would occur, for example, during a buy-bust situation when there is a transaction where food stamps or EBT card(s)/benefits are sold for cash or property. It would occur when the purchaser of the food stamps or EBT card(s)/benefits is immediately arrested, and both cash/property and food stamps/EBT card(s)/benefits are confiscated by the investigative unit before the purchaser has a chance to redeem or use the food stamps or EBT card(s)/benefits. It might also occur when the investigating agency is able to seize the account to which the food stamps or EBT benefits are transferred.

Unrecovered coupons/EBT cards/benefits are those food stamps or EBT cards/benefits that are used during the investigation which the investigating agency never gets back.

1. Cash and Property

Cash and other property acquired with **unrecovered** food coupons and/or EBT cards/benefits in investigations is the property of the United States. The investigating agency is responsible for sending cash to the PAFS at such time as there is no further need for the cash as evidence in prosecution or other action.

- a. The investigating agency must provide the PAFS with a status report of the cash or property acquired with unrecovered food coupons and/or EBT cards/benefits if the cash or property will not be handed over to the PAFS within 30 days of the completion of the investigation (see UCF-12086-E (N. 2/2000)).
- b. The report must include:
 - 1) Exact amount of cash and description of property obtained.
 - 2) Brief description of the incident from which the cash or property was obtained.
 - 3) Where the cash or property will be held until it is turned over to the PAFS.

- 4) Whether or not the cash or property is being held as evidence for prosecution.
- 5) The date the investigating agency expects to turn over the cash or property to the PAFS.

2. Donations

Other property acquired with recovered or unrecovered coupons and/or EBT cards/benefits in investigations may be disposed of by the investigating agency through donations to non-profit charitable organizations, destruction, or sale. The investigating agency shall provide the PAFS with records of such donations (see UCF-12086-E (N. 2/2000)) containing:

- a. A description of donated property, with a value estimation.
- b. The date and a brief description of the incident from which the property was obtained.
- c. The contact person and the name and address of the organization who received the donated property.
- d. The date the property was donated.

3. Firearms and Drugs

Firearms or drugs acquired with coupons and/or EBT cards/benefits shall be turned over to law enforcement officials who have jurisdiction over enforcement of laws to control the use of firearms or drugs. The investigating agency shall provide the PAFS with a report of such destruction (see UCF-12086-E (N. 2/2000)) including:

- a. A description of the firearms or drugs, with a value estimation.
- b. The date and identification of the investigation in which the firearms or drugs were obtained.
- c. The agency to which the firearms or drugs were turned over.
- d. Whether or not the firearms or drugs were, or will be, destroyed.

4. Sale of Property

Net proceeds from any sale of such property of the United States shall be remitted to the PAFS, and a report shall be submitted (see UCF-12086-E (N. 2/2000)) containing:

- a. A description of the property, with a value estimation.
- b. The date and a brief description from which the property was obtained.
- c. The name and address of the person, organization, or agency to which the property was sold.
- d. The amount of money the property was sold for.
- e. The method of payment used to acquire the property.

5. Cash Acquired with Recovered Coupons

The investigating agency may retain cash acquired during an investigation (e.g. a "buy - bust"), which is in excess of the value of the food stamps and/or EBT cards/benefits used in the investigation. The investigating agency shall report the amount to the PAFS (see UCF-12086-E (N. 2/2000)), who shall keep records of such items for auditing purposes.

6. Property Acquired with Recovered Coupons

Property acquired with recovered food stamps and/or EBT cards/benefits in buy-bust investigations in which there is no liability for the value of the food stamps/benefits may be dealt with through one of the four options:

- a. Donate the property using the same guidelines for situations where food stamps/EBT cards/benefits are unrecovered (i.e. non-profit charitable organizations).
- b. Destroy the property. Records on how and where the property was destroyed must be submitted to the PAFS (see UCF-12086-E (N. 2/2000)).
- c. Sell the property as outlined in 4 and use the proceeds to cover the incurred losses in previous buys. Any remaining cash (minus the costs of selling the property) must be remitted to the PAFS (see UCF-12086-E (N. 2/2000)).
- d. Retain the property if the following requirements are met by the investigating agency:
 - 1) Submit for approval to the PAFS a signed statement indicating that the property will be retained by the investigating agency and used only for food stamp program purposes; and
 - 2) Include in the signed statement wording that when and if the property is sold the net proceeds of such sale will be remitted to the PAFS (the cost of any upgrades made to the property may be deducted from the sale price).

Monitoring

As described in the Requesting Procedures and Guidelines for the Use of Food Stamp Benefits above, federal rules require the collection of detailed information about the food stamps and/or EBT cards/benefits used by investigative agencies. To simplify the processing of the information and to protect both the investigative agencies and the state from any substantial risk of liability for the value of the food stamp coupons and/or EBT cards/benefits, the PAFS has limited the use of the program (see Program Limitations above), and has developed a set of forms designed to meet these specific information collection requirements. Participating agencies are expected to use these forms or copies. Addendum's and additions to these forms are acceptable when needed.

UCF-12082-E (N. 2/2000) - TRAFFICKING INVESTIGATION REQUEST

UCF-12084-E (N. 2/2000) - RESPONSIBILITY AGREEMENT

UCF-12085-E (N. 2/2000) - TRAFFICKING INVESTIGATION FUNDING REQUEST

UCF-12086-E (N. 2/2000) - VENDOR TRAFFICKING RECONCILIATION REPORT

UCF-12087-E (N. 2/2000) - FS LOSS/STOLEN REPORT

CENTRAL OFFICE CONTACT:

Charles Billings, DUI/PAF SLEB Coordinator
(608) 266-9246

Attachment(s)

FS VENDOR TRAFFICKING INVESTIGATIONS REQUEST WISCONSIN SLEB PROGRAM – PUBLIC ASSISTANCE FRAUD

REQUESTING AGENCY DATA to be completed by the requesting agency

Agency Name			
Contact Name		Title	
Address			
City		State	Zip
Telephone	Fax		
Signature		Date	

INVESTIGATING AGENCY DATA to be completed only if the requesting agency is not the investigation agency.

Agency Name			
Contact Name		Title	
Address			
City		State	Zip
Telephone	Fax		
Signature		Date	

INSTRUCTIONS

A representative of the agency who will be receiving the food stamp coupons or EBT cards, and conducting the investigation, needs to sign the Responsibility Agreement (UCF-12084-E (N.2/2000)) and return it to the PAFS no later than the date they receive the coupons or EBT cards. If there is more than a single agency having custody of the coupons or EBT cards, all agencies must sign a copy of the Responsibility Agreement (UCF-12084-E (N. 2/2000)).

All the requested usage information on the backside of this form needs to be completed as part of the request process. If there are questions or issues regarding the completion of this form, call the DUI SLEB Coordinator, at (608) 266-9246, fax (608) 266-7054, or e-mail billich@dwd.state.wi.us.

(See back of this page)

VALUE OF THE REQUESTED FOOD STAMP BENEFITS

Dollar Value of Requested EBT Cards	\$
Dollar Value of Requested FS Coupons	\$

Coupon Record		
Denominations	# Books	Dollar Value
\$		\$
\$		\$
\$		\$
\$		\$

INVESTIGATIVE DATA

Description of the proposed investigative activity; to be completed by the investigative agency

Vendor/Target's Name
Location (address)
Investigation Start Date
Estimated End Dates
Reason for the Investigation

How the coupons/EBT cards will be used

FS VENDOR TRAFFICKING RESPONSIBILITY AGREEMENT

WISCONSIN SLEB PROGRAM – PUBLIC ASSISTANCE FRAUD

1. The investigation agency agrees to provide copies of all investigative reports involving food stamp violations by authorized firms as quickly as possible to allow FNS to take administrative sanctions, but no later than upon completion of any state legal action against the firm.
2. The investigation agency agrees that the investigators will be available to testify in civil judicial proceedings concerning FNS sanction activity.
3. When an agency uses food stamp coupons and/or EBT Cards/Benefits for investigation purposes, the agency shall be accountable for the value of all coupons/EBT cards issued to them and shall submit a report on the usage for each investigation. Failure to maintain records on coupon and/or EBT card usage shall result in the agency being liable for the value of all unaccounted coupons/benefits. See the Vendor Trafficking Reconciliation Report form for a description of the specific information required.
4. The agency using food stamp coupons and/or EBT cards/benefits for investigation purposes shall be required to submit to the PAFS, within 30 days of the completion of the investigation, a reconciliation and summary of use report. See the Vendor Trafficking Reconciliation Report form for a description of the specific information required.
5. Any loss or theft of food coupons or EBT cards issued to an investigative agency must be reported in writing to the PAFS within two (2) business days of the agency's discovery of such loss or theft, describing the circumstances and identifying the coupons by denomination and serial number. See FS Loss/Stolen Report form for a description of the specific information required.
6. Cash and property acquired with recovered and unrecovered food coupons and/or EBT cards/benefits during an investigation is the property of the United States government. The investigating agency is responsible for sending cash to the PAFS at such time as there is no further need for the cash as evidence in prosecution or other action. The investigating agency shall provide the PAFS with records of the disposition of all items obtained during the investigation. See the Vendor Trafficking Reconciliation Report form for a description of the specific information required.

I, the authorized representative of the agency identified below, have read and understand the responsibilities that the agency agrees to accept as a participant in the FNS State Law Enforcement Bureau (SLEB) program.

Signature		Date
Name	Title	
Agency		

TRAFFICKING INVESTIGATION FUNDING REQUEST WISCONSIN SLEB PROGRAM – PUBLIC ASSISTANCE FRAUD

Request for a Grant Agreement for Food Stamp fraud administrative cost 50% matching funds from the Wisconsin Department of Workforce Development.

REQUESTING AGENCY DATA to be completed by the requesting agency

Agency		
Contact Name	Title	
Address		
City	State	Zip
Telephone	Fax	
Signature	Date	

AUTHORITY

Identify by name and title the responsible authority who will sign the grant agreement on behalf of the requesting agency.

Name	Title
------	-------

FUNDING PERIOD

Start Date	End Date
------------	----------

BUDGET

Budget amount expected to be claimed as trafficking administrative expenses during the funding period identified in Section III above.

\$

INVESTIGATION IDENTIFICATION NUMBER

Only DWD approved vendor trafficking investigations are eligible for federal fraud administrative cost funding. Record the Investigation Identification Number from the Vendor Trafficking Reconciliation Report or contact the DUI SLEB Coordinator at (608) 266-9246 to obtain an Investigation Identification Number.

INVENTORY #

Agency Code	No.	Year
-------------	-----	------

VENDOR TRAFFICKING RECONCILIATION REPORT WISCONSIN SLEB PROGRAM – PUBLIC ASSISTANCE FRAUD

To be completed and returned to the DWD DUI SLEB Coordinator within 30 days of the completion of the vendor trafficking investigation.

INVENTORY

Agency Code	Agency	No.	Year
-------------	--------	-----	------

Investigation Completion Date	Worksheet Date
Completed by	Title

INVESTIGATION RESULTS

Arrests:

Names

Reasons

Other Criminal Actions Taken

Civil Actions Taken

Civil/Criminal Penalties Imposed

STARTING VALUE

Value of Coupons or EBT Card Benefits

\$

If Starting Value is Coupons, Complete the Following Table

Date of Issuance

DENOMINATIONS		COUPON BOOKS	Total
Value	Number	Serial Numbers	
\$			\$
\$			\$
\$			\$
\$			\$

BENEFIT USAGE RECORD

Go to the attached Trafficking Transaction Report worksheet and complete one report for every trafficking transaction conducted as part of the investigation. If more than four (4) transactions occur, copy the Trafficking Transaction Report worksheet and attach the additional pages to this report.

COUPON/BENEFIT RECORD

VALUE OF UNUSED SLEB COUPONS OR EBT CARD BENEFITS RETURNED TO SLEB

\$

Description of unused SLEB Coupons that Card Benefits Returned to SLEB

DENOMINATIONS		COUPON BOOKS	Total
Value	Number	Serial Numbers	
\$			\$
\$			\$
\$			\$
\$			\$
\$			\$
\$			\$
\$			\$

VALUE OF RECOVERED SLEB COUPONS OR EBT CARD BENEFITS RETURNED TO SLEB

\$

Description of Recovered SLEB Coupons or EBT Card Benefits Returned to SLEB

DENOMINATIONS		COUPON BOOKS	Total
Value	Number	Serial Numbers	
\$			\$
\$			\$
\$			\$
\$			\$
\$			\$
\$			\$
\$			\$

VALUE OF NON-SLEB COUPONS OR EBT CARD BENEFITS RETURNED TO SLEB

\$

Description of Non-SLEB Coupons or EBT Card Benefits Returned to SLEB

DENOMINATIONS		COUPON BOOKS	Total
Value	Number	Serial Numbers	
\$			\$
\$			\$
\$			\$
\$			\$
\$			\$
\$			\$
\$			\$

VALUE OF SLEB COUPONS OR EBT CARD BENEFITS LOSS/STOLEN

\$

Description of SLEB Coupons or EBT Card Benefits Loss/Stolen

DENOMINATIONS		COUPON BOOKS	Total
Value	Number	Serial Numbers	
\$			\$
\$			\$
\$			\$
\$			\$
\$			\$
\$			\$
\$			\$

CASH/PROPERTY RECORD

CASH OBTAINED WITH UNRECOVERED COUPONS OR EBT CARD BENEFITS:

Cash value obtained with unrecovered coupons or EBT card benefits

\$

Identify the transaction records where the cash was obtained

ID#

Cash obtained with unrecovered benefits is the property of the U.S. government and must be returned to the SLEB agency. If the cash is being held for evidence, identify the site where it is being held

Date the cash is expected to be returned

PROPERTY OBTAINED WITH UNRECOVERED COUPONS OR EBT CARD BENEFITS

Value of coupons or EBT card benefits used to obtain the property

Identify the transaction records where the property was obtained

Property obtained with unrecovered benefits is the property of the U.S. government and must be returned to the SLEB agency. If the property is being held for evidence, identify the site it is being held

Date the property is expected to be returned

Description of the property obtained

PROPERTY DONATED TO CHARITABLE AGENCIES

Value of coupons or EBT card benefits used to obtain the property

Identify the transaction records where the property was obtained

Description of the property donated

Donation Date
Agency Contact Name
Agency Name
Agency Address

DISPOSITION OF FIREARMS OR DRUGS OBTAINED WITH COUPONS OR EBT BENEFITS

Value of disposition of firearms and/or drugs with coupons or EBT card benefits

\$

Value of coupons or EBT card benefits used to obtain the items

\$

Identify the transaction records where the item(s) was obtained

ID#

Description of the items

Disposition Agency Name

Disposition Method

SALE OF PROPERTY OBTAINED WITH COUPONS OR EBT CARD BENEFITS

Value of coupons or EBT card benefits used to obtain the property

\$

Identify the transaction records where the property was obtained

ID#

Description of the property sold

Date of sale

Cash value of sale \$

Payment method

Name of purchaser

Address of purchaser

OTHER CASH OBTAINED DURING INVESTIGATION

Value of coupons or EBT card benefits used to obtain the property

\$

Identify the transaction records where the property was obtained

ID#

Non-SLEB cash obtained in excess of the benefit value can be retained by the investigating agency. For audit purposes, report the value of the cash retained.

PROPERTY OBTAINED WITH RECOVERED COUPONS OR EBT CARD BENEFITS

Value of coupons or EBT card benefits used to obtain the property

\$

Identify the transaction records where the property was obtained

ID#

Property being held for evidence which was obtained with recovered benefits, is the property of the U.S. government and must be disposed of or returned to the SLEB agency. Identify the site where it is being held for evidence.

--

And the expected return date

--

Description of the property obtained

Disposal Method

Returned to PAFS

Date

Donated to Charity

Date

Agency Contact Name

--

Agency Name

--

Agency Address

--

Destroyed

Date

How?

--

Where?

--

Sold for Cash Value

\$

Date

Retained for Agency use

PAFS Approval Date

TRAFFICKING TRANSACTION RECORD
WISCONSIN SLEB PROGRAM – PUBLIC ASSISTANCE FRAUD

TRANSACTION #1

Transaction Date	Amount of benefits used \$
------------------	-------------------------------

Coupons Used in the Transaction

DENOMINATIONS		COUPON BOOKS	Total
Value	Number	Serial Numbers	
\$			
\$			
\$			
\$			

Description of Items Received from the Transaction

Names of Receiving Party/Parties (Individuals/Businesses)

Brief Description of Transaction

TRANSACTION #2

Transaction Date	Amount of benefits used \$
------------------	-------------------------------

Coupons Used in the Transaction

DENOMINATIONS		COUPON BOOKS	Total
Value	Number	Serial Numbers	
\$			
\$			
\$			
\$			

Description of Items Received from the Transaction

Names of Receiving Party/Parties (Individuals/Businesses)

Brief Description of Transaction

TRANSACTION #3

Transaction Date	Amount of benefits used \$
------------------	-------------------------------

Coupons Used in the Transaction

DENOMINATIONS		COUPON BOOKS	Total
Value	Number	Serial Numbers	
\$			
\$			
\$			
\$			

Description of Items Received from the Transaction

Names of Receiving Party/Parties (Individuals/Businesses)

Brief Description of Transaction

TRANSACTION #4

Transaction Date	Amount of benefits used \$
------------------	-------------------------------

Coupons Used in the Transaction

DENOMINATIONS		COUPON BOOKS	Total
Value	Number	Serial Numbers	
\$			
\$			
\$			
\$			

Description of Items Received from the Transaction

Names of Receiving Party/Parties (Individuals/Businesses)

Brief Description of Transaction

FOOD STAMP LOSS/STOLEN REPORT
WISCONSIN SLEB PROGRAM – PUBLIC ASSISTANCE FRAUD

IDENTIFICATION

Agency		
Name	Title	
Address		
City	State	Zip
Telephone	Date	

DATE DISCOVERED

--

TYPE

☐ Loss ☐ Stolen

AMOUNT

EBT card/benefit <input type="checkbox"/>	Value \$
Food stamp coupons <input type="checkbox"/>	Value \$

Coupon Record (Use back if more space is needed)

Denominations	Serial Numbers	Dollar Value
\$		\$
\$		\$
\$		\$
\$		\$

CIRCUMSTANCES

Describe the circumstances under which the coupons/benefits were lost or stolen, or the circumstances under which they were discovered to be lost or stolen.

Use back if more space is needed.